



PARKS & RECREATION

Department of Parks & Recreation
JANE PIKE – DIRECTOR
FACILITY REQUEST FORM

WALNUT RECREATION CENTER

RECEIPT# _____

FACILITY USER INFORMATION

YOUR NAME:	STREET ADDRESS:	
GROUP NAME:	CITY/STATE/ZIP:	PHONE(S):

RENTAL REQUEST INFORMATION

DATE OF REQUEST:	TIME:	ROOM(S) REQUESTED:
DATE OF RENTAL/USE:	TIME:	MAXIMUM ATTENDANCE:
PLEASE DESCRIBE ACTIVITY:		WILL FOOD BE SERVED?

For Office Use only

SPECIAL INFORMATION:

EXTERNAL ☐ INTERNAL ☐

Room	Community Rates	Commercial Rates
Meeting Room A	\$60 for the 1 st 2 hours & \$20 for each additional hour. Room accommodates up to 50 people.	\$120 for the 1 st 2 hours & \$40 for each additional hour. Room accommodates up to 50 people.
Meeting Room B	\$60 for the 1 st 2 hours & \$20 for each additional hour. Room accommodates up to 50 people.	\$120 for the 1 st 2 hours & \$40 for each additional hour. Room accommodates up to 50 people.
Meeting Room C	\$60 for the 1 st 2 hours & \$20 for each additional hour. Room accommodates up to 50 people. *Room C Doesn't include the Kitchen.	\$120 for the 1 st 2 hours & \$40 for each additional hour. Room accommodates up to 50 people *Room C Doesn't include the Kitchen.
Kitchen	\$40 for the 1 st 2 hours & \$20 for each additional hour.	\$80 for the 1 st 2 hours & \$20 for each additional hour.
Meeting Room D (Multi-purpose Room)	\$60 for the 1 st 2 hours & \$20 for each additional hour. Room accommodates up to 50 people.	\$120 for the 1 st 2 hours & \$40 for each additional hour. Room accommodates up to 50 people.
Dance Room	\$100 for the 1 st 2 hours & \$40 for each additional hour.	\$200 for the 1 st 2 hours & 80 for each additional hour.
Gymnasium	\$100 for the 1 st 2 hours & \$40 for each additional hour.	\$200 for the 1 st 2 hours & 80 for each additional hour.
Staff: minimum 2 staff required	\$15 an hour per staff charges.	\$15 an hour per staff charges.

NOTE: Deposit - include a separate check or money order be returned if facility is left in acceptable condition. Additional fees will be assessed, if rooms are not cleaned, organized & return to their proper order. ****Please Note**** Set-Up & Clean up is the responsibility of the facility **renter**. Any costs incurred by Clark County staff will be billed to renter.



Clark County Parks and Recreation
Walnut Recreation Center
 Rooms and Service Charges
 702.455.8402

SERVICE CHARGES		
(1) Room:	Standard Room Charge:	
(1) Additional Hours:	Hours _____ X hourly charge	
(2) Room:	Standard Room Charge:	
(2) Additional Hours:	Hours _____ X hourly charge	
(3) Room:	Standard Room Charge:	
(3) Additional Hours:	Hours _____ X hourly charge	
(4) Room:	Standard Room Charge:	
(4) Additional Hours:	Hours _____ X hourly charge	
(5) \$15 an hour staff charges.	Hours _____ X hourly charge	
Notes:		
LIABILITY INSURANCE <input type="checkbox"/> Is required <input type="checkbox"/> Is not required		
Concession \$25 each or negotiated percentage		
TOTAL COST OF ROOMS & OTHER CHARGES (Before clean-up/security Deposit)		
CLEANING DEPOSIT – TO BE RETURNED THE NEXT BUSINESS DAY IF FACILITY IS IN ACCEPTABLE CONDITION. Cleaning Deposit is \$100.00 the day of the event. (Check or Money Order) NO CASH.		
COMPLETE COST OF EVENT (Including clean-up deposit)		

Staff Taking Request _____

Date _____

Clark County Board of Commissioners

STEVE SISOLAK, Chair • LARRY BROWN III, Vice-Chair
 SUSAN BRAGER • CHRIS GIUNCHIGLIANI • MARY BETH SCOW
 LAWRENCE WEEKLY • MARILYN KIRKPATRICK
 DON BURNETTE, County Manager
 JANE PIKE, Director of Parks & Recreation

Clark County is an Equal Opportunity Employer